

THE CITY OF FITCHBURG
DEPARTMENT OF PUBLIC WORKS
POSITION DESCRIPTION

TITLE: **CIVIL ENGINEER**

SUPERVISOR: **DPW COMMISSIONER**

SALARY RANGE: **Grade 13 - \$70,000 - \$80,000 depending on qualifications**

BARGAINING UNIT: **Non-Union – Exempt Employee Status**

RESPONSIBILITIES:

Under supervision of the DPW Commissioner, performs professional civil engineering work, requiring knowledge of engineering and drafting principles and practices. Performs civil engineering design and drafting in the office, inspects projects and problems in the field, and develops schedules and estimates. Actively participate in Collective Bargaining negotiations with several DPW Unions and employee evaluations.

The responsibilities and duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

DUTIES:

- Design and specify repairs and construction of streets, sidewalk, dams, bridges, drainage facilities and other public works projects.
- Identify and apply for public works grants.
- Provide professional civil engineering advice to boards and commissions.
- Provide technical review of plans for construction proposed in the city.
- Provide project management for public works projects.
- Track and respond to concerns and complaints raised by residents, elected officials and appointed board members.
- Review infrastructure issues in the city and proposes solutions to problems.
- Attend meetings of boards, commissions and City Council as needed.
- Provide professional engineering advice to Water Enterprise Fund and Wastewater & Sewer Enterprise Fund.
- Inspect on-going street and utility construction projects for compliance to specifications and government standards.
- Draft plans and sketches using CAD systems.
- Perform quantity take-offs and cost estimates.
- Actively participate in Collective Bargaining negotiations with several Unions and evaluate the Engineering Department employees.
- Schedule projects and perform all other duties as assigned.

QUALIFICATIONS:

- Bachelor of Science degree in Civil Engineering.
- Registered Professional Engineer (Civil) in Massachusetts.
- 7 years of civil engineering experience.
- Massachusetts driver's license.
- Physical ability to move about construction sites.
- Computer skills: Word processing, spreadsheets, computer-aided design, geographic information systems.
- Excellent verbal and written communication skills.
- Ability to work well with others in a professional, team-oriented environment.
- Must possess OSHA 10-year safety training certificate within six months of hire.

PHYSICAL COMPONENT:

- Required to move about construction sites and other light outdoor work.
- Required to perform office work for long periods.
- Rated: Light

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.

The City of Fitchburg is an Equal Opportunity Employer (EOE)

Bgs/HR 10/12/10

APPLY IN PERSON TO: The Human Resources Office

Fitchburg City Hall, Room 102

OR

SEND RESUME TO: Director of Human Resources

Fitchburg City Hall, Room 102

718 Main Street

Fitchburg, MA 01420

POSTING: Thursday October 14, 2010

DEADLINE: Friday November 19, 2010